

TECHNICAL SPECIFICATIONS

Procurement of services of a tour operator for the DOT GAD Assembly and Year-end Assessment

I. Project

Department of Tourism (DOT) - Gender and Development (GAD) Assembly and Year-end Assessment scheduled on January 22-26, 2024 in Batangas.

II. Purpose / Objective

The primary objective of the activity is to evaluate the initiatives outlined in the Fiscal Year 2023 Gender and Development Plan and Budget (GPB). This assessment will encompass submissions from Operating Units across both the Central Office and Regional Offices of the Department. This will also serve as an avenue for collaborative learning, experience sharing, and strengthening the network among DOT GFPS members, GAD Focals, and GAD TourISM WoRCS Officers.

For this undertaking, DOT needs the services of a tour operator to provide arrangements for land transfers, accommodation, meal requirements, and training venue during the activity.

1. Minimum Requirements

1. DOT-accredited service provider.
2. Willing to provide services on a send bill arrangement.

III. Scope of Deliverables

A. Land Transportation Requirements

1. Provision of one (1) 50-seater air-conditioned bus;
2. Provision of one (1) air-conditioned van;
3. Must provide well-groomed and COVID-19 fully vaccinated driver/s;
4. Must provide one (1) coordinator to assist with logistics, meals and transportation requirements;
5. Inclusive of driver and coordinator's fees, meals, accommodation, fuel expenses, toll fees, parking fees, and other fees;
6. Winning bidder will be provided with the schedule of arrival and departure of organizers and participants;
7. Must be able to secure necessary permits from LGU, if applicable.

22 January 2024
<p>One (1) Bus with well-groomed and fully-vaccinated driver and One (1) Coordinator 12:00 NN - DOT Makati to Batangas (TBA) Hotel 6:00 PM - (Dinner) Hotel to a local restaurant and vice versa</p>
23 to 25 January 2024
<p>One (1) Van with well-groomed and fully-vaccinated driver and One (1) Coordinator</p> <ul style="list-style-type: none"> • Standby for needs by the secretariat
26 January 2023
<p>One (1) Bus with well-groomed and fully-vaccinated driver and One (1) Coordinator ETD: 11:00 AM- Batangas (TBA) Hotel to DOT Makati City</p>

B. Accommodation Requirements

1. **Twenty-Seven (27) Twin-sharing rooms**
Check-In - 22 January 2024
Check-Out - 26 January 2024
2. Must be a DOT-accredited hotel/accommodation establishment in Batangas.
3. At least a 3-star hotel/accommodation establishment
4. Stable and fast WiFi access
5. Complimentary use of hotel amenities and business center
6. Complimentary parking slots for the speaker/participants

C. Function Room with Banquet Services (23 to 25 January 2024)

1. Well-ventilated and well-lighted private function room with stable and fast WiFi connection for all participants;
2. 3-day use of function room from 7:00 am to 7:00 pm;
3. Provide one (1) coordinator to assist the secretariat with logistics, accommodation, and other meal requirements;
4. Must provide AM and PM snacks for 54 pax;
5. Must be in a classroom set-up which can accommodate 54 pax;
6. Must provide a podium;
7. With registration table located at the entrance;
8. One table near the podium reserved for the Resource Speakers and Secretariat;
9. Must provide the following materials:
 - a) At least two (2) units of wireless microphones;
 - b) Basic sound system;
 - c) Projector with HDMI cable;
 - d) Projector screen;

- e) Laser pointer/clicker;
 - f) Pens and pad papers to participants;
 - g) whiteboard, and markers;
 - h) outlets/extension cords for laptops;
10. Entrance should have alcohol dispenser;
 11. With free-flowing water, coffee, tea, and mints.

D. Meal Requirements for 54 pax

1. Must provide uniformed and well-trained banquet service personnel and a designated staff to attend to all meal arrangements during the seminar proper;
2. Must be able to accommodate guests with dietary restrictions (i.e., halal, vegetarian, diabetic, food allergies, etc.).

22 January 2024 (Ingress)
Lunch (packed lunch to be distributed prior to departure in DOT Makati)
Dinner
23, 24, and 25 January 2024 (Seminar Days)
Breakfast
Lunch
Dinner
26 January 2024 (Egress)
Breakfast
Lunch

IV. Total Budget

Eight Hundred Fourty-Eight Thousand Six Hundred Twenty-Three Pesos Only (PhP 848,623.00), inclusive of applicable taxes and other charges.

V. Project Officer

Contact Person: John Stephen V. Ilao
 Office: Office of Special Concerns
 Contact Numbers: 459-5200 (loc. 318) | 0975 881 5301
 Email address: osc@tourism.gov.ph

Prepared by:

JOHN STEPHEN V. ILAO
Tourism Operations Officer I
Office of Special Concerns

Approved by:

ATTY. ANNAVIE E. BACOMO-LAPITAN
Director, Office of Special Concerns